

Lake County Illinois

*Lake County Courthouse and Administrative Complex
18 N. County Street
Waukegan, IL 60085-4351*



Meeting Minutes - Final

Tuesday, October 15, 2013

8:30 AM

**Joint Budget Meeting with Planning, Building, and Zoning
Committee & Financial and Administrative Committee**

Assembly Room, 10th Floor

Planning, Building and Zoning Committee

1. Call to Order

Chair Paxton and Chair Carter called the meeting to order at 8:30 a.m.

Present 6 - Chair Thomson-Carter, Vice Chair Weber, Member Hart, Member Pedersen,
Member Taylor and Member Wilke

Absent 1 - Member Hewitt

Financial and Administrative Committee:

Present 7 - Chair Paxton, Vice-Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor.

Others present:

Mike Warner, Stormwater Management

Kurt Woolford, Stormwater Management

Patty Werner, Stormwater Management

Wendy Morey, Stormwater Management

Patrice Sutton Berger, Finance and Administrative Services

Chris Creighton, Finance and Administrative Services

Margo Nelson, Planning, Building and Development

Matthew Meyers, Planning, Building and Development

Steve Crivello, Planning, Building and Development

Eric Waggoner, Planning, Building and Development

Brittany Sloan, Planning, Building and Development

Chuck Bartels, Lake County Resident

Marla Haas, Lake County Resident

Anita Patel, Finance and Administrative Services

Kirk Talbott, IT

John Wylie, Lake County Resident

Ashley Lucas, County Administrator's Office

Howard Sell, IT

Amy McEwan, County Administrator's Office

Barry Burton, County Administrator

Gary Gibson, Workforce Development

Jennie Vana, Communications

Carol Calabresa, Lake County Board Member

Aaron Lawlor, Lake County Board Chairman

Kimberly Mannette, IT

Ryan Waller, County Administrator's Office

Kelly Merz, County Board Office

2. Pledge of Allegiance

Chair Paxton and Chair Carter led the group in the Pledge of Allegiance.

3. Approval of Minutes

3.1 13-1187

Minutes from October 16, 2012.

A motion was made by Member Thomson-Carter, seconded by Member Weber, that the minutes be approved. The motion carried by the following vote:

Aye: 6 - Chair Thomson-Carter, Vice Chair Weber, Member Hart, Member Pedersen, Member Taylor and Member Wilke

Absent: 1 - Member Hewitt

Finance and Administrative Committee:

A motion was made by Member Sauer, seconded by Member Mandel, that the minutes be approved. Motion carried by the following vote:

Aye: 7 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer, and Member Taylor.

4. Public Comment

There were no public comments.

5. New Business

Financial and Administrative Committee Chair Paxton explained the budget process, and respectfully requested the subject matter of discussions remain relevant to the matter at hand so the meetings can move forward.

5.1 13-1118

Presentation and Consideration of Proposed FY 2014 Budget (see complete recommended budget attached).

Patrice Sutton Burger, Finance and Administrative Services, provided guidelines for reviewing the Budget Briefing Book and Budget Book. She explained to the group that they may find differences in the year-to-date amounts as the reports in each book were generated a few weeks apart. The Budget Briefing book also includes vehicles and computers per last year's request. Ms. Burger pointed out that pages 50 and 168 contained errors and were replaced at the County Board meeting. Members were encouraged to ask questions regarding seemingly inflated amounts as year-to-date amounts include encumbrances. On a final note, Ms. Burger thanked Anita Patel and Chris Creighton for their assistance in the budget preparation, explaining that due to two vacant positions the usual budget preparation staff had been reduced from four people to two people.

5.2 13-1120

Joint committee action approving the recommended FY 2014 budget for Stormwater Management.

Anita Patel, Finance and Administrative Services, presented the proposed Stormwater Management budget. Ms. Patel highlighted a slight revenue increase as a result of awarded grants, and a \$27,000 expense increase resulting from a new program request for a Watershed Management project grant. Stormwater Management had no other new

program requests other than the Skokie River Reconstruction project which funding through the Corporate Capital Improvement Program (CCIP) was requested.

Mike Warner of Stormwater Management provided statistics relating to the department's efforts in shared governmental services. Resources and services were cross-shared with 59 Lake County entities in 49 of 130 new projects. Mr. Warner explained their CCIP request is for a cost-share project with the East Skokie Drainage District to repair a section of the drainage system. The partnership will allow for expansion to an open channel system, providing better flood storage and water quality on the Skokie river, and dropping flood heights from Park City to Greenbelt.

Discussion followed regarding timing of grants, how computers are evaluated and deemed in need of replacement, and budgeted construction costs.

A motion was made by Member Wilke, seconded by Member Hart, that this item be approved. The motion carried by the following vote:

Aye: 6 - Chair Thomson-Carter, Vice Chair Weber, Member Hart, Member Pedersen, Member Taylor and Member Wilke

Absent: 1 - Member Hewitt

Finance and Administrative Committee:

A motion was made by Member Sauer, seconded by Member Carlson, that this item approved. Motion carried by the following vote:

Aye: 7 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer, and Member Taylor.

5.3 13-1121

Joint committee action approving the recommended FY 2014 budget for Planning, Building and Development.

Anita Patel of Finance and Administrative Services introduced the Planning, Building and Development budget. Although slight, increases in revenue resulted from an increase in commercial permit fees and violation fines; conversely, the department's abatement costs have fallen. Planning, Building and Development has had no new program requests, and their CCIP request is to conduct a needs analysis to define the functionality that will be needed when the Hansen program is replaced.

Eric Waggoner of Planning, Building and Development described the department's ability to perform more with less. Since the recession staff has been reduced by 40 percent which has led to expanded review of shared services. Compliance has increased as a result of the Administrative Adjudication program, resulting in fewer inspections and a reduction in fines. The department identified areas in which permit fees can be reduced and projects where registration would be appropriate in lieu of a permit. This would then eliminate the need for an inspection. Cross training staff has allowed fewer staff members to be involved in each case. The department has expanded its municipal contracts and anticipates

additional contracts to further enhance revenue through shared services.

Discussion followed regarding how benefits are budgeted, if the fees established for services are adequate, and if cost analysis are performed on shared services to ensure it is beneficial.

A motion was made by Member Taylor, seconded by Member Pedersen, that this item be approved. The motion carried by the following vote:

Aye: 6 - Chair Thomson-Carter, Vice Chair Weber, Member Hart, Member Pedersen, Member Taylor and Member Wilke

Absent: 1 - Member Hewitt

Finance and Administrative Committee:

A motion was made by Member Rummel, seconded by Member Mandel, that the minutes be approved. Motion carried by the following vote:

Aye: 7 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Sauer, Member Rummel, Member Mandel, and Member Taylor.

- 6. Adjournment of the Planning, Building and Zoning Committee. The Financial and Administrative Committee may remain in session to review and approve other departmental budgets.**

Chair Thompson-Carter adjourned the Planning, Building and Zoning Committee at 9:14 a.m.

The Financial and Administrative Committee remained in session to review and approve other departmental budgets.

Minutes prepared by Kelly J. Merz.

Respectfully submitted,

Chairman

Vice-Chairman

Planning, Building & Zoning Committee

Chairman

Vice-Chairman

Financial & Administrative Committee

